Introduction
A Travel Credit Card has been developed to provide College travelers with an alternate method of payment for business travel expenses. The Travel Credit Card will simplify both travel arrangements and payment for travel expenses incurred on official College business.

Card Issuance, Use and Restrictions
Travel cards will be issued to employees who have been authorized by their budget unit manager after the employee completes the required application. The card issuer (bank) will issue the card and establish an account, generally within seven to ten business days after receipt of an authorized application.

Whenever feasible, the card shall be used to pay for authorized travel-related expenses such as registration fees, air/rail travel, lodging and car rental. The card may not be used for personal spending or for purchase of goods or services not related to business travel on behalf of the College.

The travel card shall not be used for fuel for a personal vehicle, as the cost of fuel is included in the mileage reimbursement rate. Mileage and other allowable expenses that were not paid using the travel card (e.g., tolls, parking, tips) will be reimbursed to travel cardholders just as such expenses are reimbursed for employees who do not hold the travel card.

Whenever a Travel Request Authorization ARTV is required, no expenses shall be charged on the travel card prior to approval of the ARTV form.

The College will pay the credit card bills in full each month when it receives them. Cardholders are required to complete the Travel Expense Payment Voucher form within 15 calendar days of returning from the trip. Original receipts must be attached to the Travel Expense Payment Voucher form.

Upon termination of employment, a College cardholder must return the card to his/her immediate supervisor who will send it to the office of the Card Administrator. The terminated cardholder must also promptly reconcile, account for, and pay any remaining balance.

There will be no cash advances for holders of the Travel Card.

Card Eligibility
With the approval of the employee’s Budget Unit Manager/Dean and/or Provost/Divisional Vice President, travel cards will be issued to faculty and full-time staff employees who travel on official business of the College and who have completed a brief application. The credit limit of the card will be established by the Card Administrator based on the type and frequency of College authorized travel.

Cards will not be issued to:
- Part-time employees other than faculty and coaches
- Temporary employees
- Employees on extended personal leave of absence
- Independent service providers and consultants
- Student employees
- Visiting faculty
Responsibilities of Authorized User or Cardholder

In general, users of the College travel card are required to comply with all provisions of the Travel Procedures regarding the expenditure of College funds for travel on official business.

The following provisions also apply to use of travel cards:

- Travel card users are responsible for the physical safeguarding of the credit card. It is the cardholder’s sole responsibility to take appropriate action should a credit card be missing. A lost or stolen travel card must be reported as soon as the traveler discovers it is missing. To report a lost or stolen card, please call the Card Administrator and Card Vendor.
- It is the responsibility of the cardholder to review and comply with the “Commercial Credit Agreement” enclosed with the original issuance of each credit card.
- It is the responsibility of each cardholder to review and provide adequate documentation, including all original receipts, to support all charges to the account.
- All unsupported charges and charges that are not authorized under these procedures will be charged back to the cardholder.
- Misuse of the travel card may result in cancellation of the card and is subject to disciplinary action.
- Use of the card for personal expenses is prohibited except when personal expenses are included in a bill, such as a hotel bill, that is for allowable business travel expenses. The traveler will be required to reimburse the College for all such personal expenses that have been charged to the card.
- Regardless of actual cost, reimbursement for meals shall ordinarily be at the per diem rate. The travel card may be used for meals. Upon return from traveling, the traveler will be required to reimburse the College for meal costs charged on the card that exceed the per diem rate.
- Although the College will pay the credit card bills upon receipt, the cardholder is responsible for all transactions made using the travel card that was issued to him or her. Cardholders will receive copies of their credit card bills and should check to make sure that there was no unauthorized use of the card. For each charge, the cardholder must act in a timely way either to provide appropriate documentation to show that it was for an acceptable travel-related business expense or to reimburse the College for the charge.
- Documentation of allowable charges and payment to the College for expenses that aren’t allowed should be submitted to Accounts Payable along with an approved Travel Expense Payment Voucher Form.
- RSC is a tax-exempt organization. The College tax-exemption will be printed on each travel card. The cardholder should make this status known to the supplier any time the travel card is used and request that sales tax not be charged. The supplier may or may not recognize this request, but an attempt must be made by the cardholder.
- The Cardholder is responsible for canceling his/her card account upon termination, suspension, or extended personal leave of absence from Stockton. Notification must be provided to the Card Issuer and the Card Administrator.

Disputing a Charge

If the Cardholder does not recognize a charge or it appears to be incorrect, the Cardholder should:

- Use his/her best efforts to resolve the charge
- Contact the Card Issuer if unable to resolve the issue with the vendor
- The Card Issuer will require the Cardholder to submit a bank dispute form following the date of the Cardholder Statement on which the disputed transaction or fee first appears.
- Pending an investigation, a conditional credit in the amount of the dispute will be applied to the Cardholder account. The Card Administrator will work with the Cardholder to resolve the disputed charge.
Responsibilities of the Department:

- The department reviews and approves Travel Expenses/Payment Voucher forms for compliance with these procedures.
- The department is also responsible for informing the Card Administrator in the event of a cardholder’s termination, suspension or extended personal leave so that the card can be canceled. This requirement does not relieve the cardholder of primary responsibility for cancelation but does supplement that responsibility and provide a backup source of information.

Responsibilities of the Card Administrator:

- Maintains record of cardholders
- Reviews cardholder applications for accuracy and completeness
- Serves as the liaison between the cardholders and the Card Issuer

Charge and/or Card Suspension

The Card Administrator can suspend charge and/or card privileges if the Cardholder does not submit expense report or if the cardholder fails to reimburse the College promptly for expenses that do not qualify for payment by the College. Renewal cards will be issued only if the Cardholder is in good standing. Request for replacement cards should be made directly by the Card Administrator.

Cancellation of Cards

If for any reason the Cardholder wishes to cancel his/her card, the Cardholder and/or department should notify the Card Administrator.